

~~CONFIDENTIAL~~

15 January 1954

MEMORANDUM FOR: Chief, Project Administrative Planning Staff
SUBJECT: Administrative Plans for Field Stations.

1. As a result of their field trips, the Auditor-in-Chief and the Comptroller have both reported that Administrative Plans, which are necessary for field guidance, have not in all cases been sent to field stations responsible for implementing projects.

2. I have discussed this matter with the Chief of Administration, Office of the Deputy Director (Plans), and believe that the simplest way to insure that this is done is for the Project Administrative Planning Staff to accept the responsibility for determining the necessity of sending Plans to the field at the time they are developed. When this is necessary, the Project Administrative Planning Staff should prepare sanitized versions of the Plans which can be dispatched to the field and submitted to the Chief of Administration at the time the basic Plans are submitted.

/s/

L. K. WHITE
Acting Deputy Director
(Administration)

A-DD/A:LNW:laq
Distribution:
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DD/A sub: PROJECTS - Misc.

Document No.	5
No Change in Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed to: TS S C	
Next Review Date:	16/84
Auth: HR 70-3	
Date: 05 JUL 1979	32936

DOCUMENT NO. 5
NO CHANGE IN CLASS ☐
☒ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE:
AUTH: HR 70-2
DATE 1 JUL 81 REVIEWER: 029725

78-4718
B72-764
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